PERSONNEL BOARD MEETING Monday, October 1, 2018 – 6:00 p.m.

Call to Order/Roll Call of Members: **Norberto Alvarez**, Chairperson; **Stephen Dielmann**, Vice-Chairperson; **Zoraya Pena**, Member; **Luis Zubieta**, Member; **Oscar de la Rosa**, Member.

AGENDA

ON THE DAIS:

Item # 12.

- 1. Request to approve the minutes of the September 2018 Personnel Board meeting.
- 2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section5 (f) of the Civil Service Rules and regulations, received September 2018.

Justo J. Diaz de Arce Fire Department
 Ahylin Mason Police Department

- 3. Report of Leave without Pay for September 2018.
- 4. Report of <u>Civil Service Appointments</u> for September 2018.

1. Carlos Lopez Construction & Maintenance Department 2. Orlando Amador Fire Department 3. Christopher Wydra Fire Department Fire Department 4. Mayra Acosta 5. Carlos Alonso Fire Department 6. Anthony Cuevas Fire Department 7. Phillip Dasilva Fire Department 8. Armando Enriquez Fire Department 9. Pedro Fernandez Fire Department 10. Abel Gomez Fire Department 11. Joel Gonzalez Fire Department 12. Alfred Inchausti Fire Department 13. Darwin Irigoyen Fire Department 14. Christopher Martinez Fire Department 15. David Mcvea Fire Department 16. Laura Nemoga Fire Department 17. Hector Quadri Fire Department 18. Jason Sandora Fire Department

Public Works

5. Report of **Resignations** for September 2018.

19. Daniel Gonzalez

1.	Armando Enriquez	Fire Department
2.	Pedro Fernandez	Fire Department
3.	Rafael Salas Jr.	Fire Department
4.	Hector J. Gutierrez	Police Department
5.	Emmanuel Monzon	Police Department
6	Olga M. Garcia	Public Works Denar

6. Olga M. Garcia Public Works Department7. Jamry Mendieta Public Works Department

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- 6. Report of Maternal/Paternal Leave for September 2018.
 - Dakenis Tamayo
 Debora Utreras
 Public Works Department
 Public Works Department
- 7. Request to certify the eligibility list for **Plumber.**
- 8. Request to certify the eligibility list for <u>Skilled Craftsman</u> and merge the remaining names of the previous list to this updated one.
- 9. Request to certify the eligibility list for Recreation Specialist II.
- 10. Request to certify the eligibility list for **Construction Projects Coordinator.**
- 11. Request to abolish the eligibility list for Recreation Center Director I.
- 12. Request to conduct an in-house, non-competitive Civil Service Examination for <u>Public Records</u> Coordinator (*Francisco Corral*).
 - a. In-house, non-competitive
 - b. 100% Oral
 - c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached. Range 50, \$1,329 - \$2,586 Bi-weekly.

- 13. Request to hear **Unfinished Business**.
- 14. Request to hear New Business.

NEXT PERSONNEL BOARD MEETING: Monday, November 5, 2018.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, June & July need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.